

# Extraordinary Capital Submissions

## Section 8



**Five Year Department Submissions  
Section Index  
FY2015 - FY2019**

Title	Department	Group	Page
<b>Alphabetical by Title (sort)</b>			
Emery Grover School Administration Building Renovation	Needham Public Schools	Public Schools	8-01
High School Classroom Expansion/Reconfiguration	Needham Public Schools	Public Schools	8-13
Hillside Elementary School Renovation	Needham Public Schools	Public Schools	8-07
Mitchell Elementary School Renovation/Replacement	Needham Public Schools	Public Schools	8-10
Modular School	Needham Public Schools	Public Schools	8-04
Open Space Purchase	Parks & Recreation	Community Services	8-16
Renovations to Rosemary Pool	Parks & Recreation	Community Services	8-18



Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP								
Title	<b>Emery Grover School Administration Building Renovation</b>					Fiscal Year	<b>2019</b>	
Requestor	Needham Public Schools							
Location	1330 Highland Avenue, Needham					Project Category	B	
Funding	General Fund	CPA Eligible	Yes	X	No	Initial Submission	FY14	
Partners	None							
Project Description	<p>The 2005 Facilities Master Plan indicated that the Emery Grover School Administration Building is in need of additional office and storage space as well as extensive repair and modernization. The needed scope of renovation includes reorganizing office and meeting spaces, making the building fully ADA accessible, removing remaining asbestos and lead paint, and replacing deteriorating systems, including: windows, HVAC, electrical and plumbing. These renovations would allow for a more efficient use of space, as well as full utilization of all four floors and full handicapped accessibility.</p> <p>A feasibility study was completed in August 2013 by designLAB architects, which identified several options for the building, including: renovation of the existing building, the purchase/renovation of commercial property, and new construction on an alternate Town-owned parcel. This request is for the renovation of the existing Emery Grover building at its present location. Based on a preliminary budget developed by designLAB, the \$9.7 million total cost of the project (2013\$), could be reduced by Community Preservation Act funding of between 50-60% of construction and related soft costs, for a net cost of \$4.7 million. The budget includes funds to temporarily re-locate staff to leased swing space during construction. For purposes of this request, costs are advanced at 5% per year to the anticipated start date.</p> <p>A cost summary is presented below.</p>							

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<p><b>Emery Grover Project Cost Estimated, Based on 2013 DesignLAB Study</b> Scheduled opening: September 2019</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">80,650 SF Building</th> <th style="width: 10%;">Feasibility</th> <th style="width: 10%;">Construction</th> <th style="width: 10%;">A/E (Soft)</th> <th style="width: 10%;">Site Costs</th> <th style="width: 10%;">FF&amp;E</th> <th style="width: 10%;">Total</th> <th style="width: 10%;">Cost/SF</th> <th style="width: 10%;">CPA</th> </tr> </thead> <tbody> <tr> <td>FY 2013 Project Cost (DesignLab)</td> <td style="text-align: right;">30,000</td> <td style="text-align: right;">7,128,550</td> <td style="text-align: right;">1,302,026</td> <td style="text-align: right;">834,000</td> <td style="text-align: right;">402,500</td> <td style="text-align: right;">9,697,076</td> <td></td> <td style="text-align: right;">4,941,346</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: 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@ 5%	30,000	8,664,797	1,582,621	1,013,732	489,241	11,780,391	\$555	6,006,237	FY18 Cost Multiplier @ 5%	30,000	9,098,037	1,661,752	1,064,419	513,703	12,367,911	\$582	6,306,549	FY19 Cost Multiplier @ 5%	30,000	9,552,939	1,744,839	1,117,640	539,388	12,984,806	\$611	6,621,876	FY20 Cost Multiplier @ 5%	30,000	10,030,586	1,832,081	1,173,522	566,358	13,632,547	\$642	6,952,970	TOTAL PROJECT COST	30,000	10,030,586	1,832,081	1,173,522	566,358	13,632,547	\$642	6,952,970	TOTAL COST (ROUNDED)	30,000	10,030,600	1,832,200	1,173,500	566,400	13,632,700	\$642	6,953,000	Project Funding Schedule	FY13	FY20	Total		Pre-Design Costs (Nov 2013)	30,000		30,000		Engineering & Design		1,832,200	1,832,200		Construction		11,770,500	11,770,500	6,953,000	Close Out Costs	-	-	-	6,679,700	Total	30,000	13,602,700	13,632,700	13,632,700	Project Funding Schedule	FY13	FY20	Total		Pre-Design Costs (Nov 2013)	30,000		30,000		Engineering & Design		1,832,200	1,832,200		Construction		11,770,500	11,770,500	6,953,000	Close Out 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Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP										
Title	Emery Grover School Administration Building Renovation					Fiscal Year	2019			
Close Out										
<b>Total</b>										<b>\$13,632,700</b>
<b>Project Manager Title-&gt;</b>										
<b>Operational Budget Considerations</b>									YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?									<b>X</b>	
Will other Town department's resources be needed to successfully complete the project at the requested amount?									<b>X</b>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?									<b>X</b>	
Will additional staff be required if the request is approved?										<b>X</b>
As Permanent Employees?										
As Independent Contractors?										
Does the request include or require new or additional technology?									<b>X</b>	
Does the request support activities that produce revenue for the Town?										<b>X</b>
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?										<b>X</b>
<i>All "YES" responses must be explained under the Other Considerations section</i>										
<b>Operating Budget Impact-&gt;</b>										
<b>Other Considerations</b>										
PPBC will manage the all phases of this project. New technology will be included in the FF&E budget. Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.										
Operating and Maintenance Expenditure Detail Estimates										
Description	First Year of Operation			Second Year of Operation			Third Year of Operation			
Personnel (new)	FTE #			FTE #			FTE #			
Salaries and Wages										
Indirect Personnel Cost		%			%			%		
Other Personnel Costs										
<b>Sub Total of Personnel Costs</b>	<b>To Be Determined</b>									
Services										
Supplies and Materials										
Equipment										
<b>Sub Total of Non-Personnel Costs</b>										
<b>GRAND TOTAL</b>										
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project										
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation			
1 CPA (50-60% Constr & Soft Costs)			\$6,953,000							
<b>TOTAL</b>										
<b>Explanations</b>										
FY2015-FY2019 Version										

Town of Needham  
Capital Improvement Plan  
January 2014

<b>Extraordinary Capital Project CIP-XCP</b>									
Title	<b>Temporary Modular School</b>					Fiscal Year	<b>2015</b>		
Requestor	Needham Public Schools								
Location	TBD					Project Category	B		
Funding	General Fund	CPA Eligible	Yes	No		Initial Submission	FY15		
Partners	N/A								
Project Description	<p>The Hillside and Mitchell Schools are in need of renovation/reconstruction. In 2013, the Needham Public Schools submitted statements of Interest to the Massachusetts School Building Authority (MSBA) for the purpose of initiating a construction project at each school. (Separate capital project requests have been submitted for those two projects.)</p> <p>Due to the existing site constraints at both the Hillside and Mitchell schools, renovating/reconstructing these schools will require moving students off site, while the buildings are under construction. This is a placeholder request for a temporary modular elementary school for 500 students, based on the results of the "DeFazio Park Site Development Study," completed by Dore &amp; Whittier Architects as part of a Hillside and Mitchell School Pre-Feasibility Study, completed in 2012.</p> <p>This request is for the construction of a temporary modular school for 500 students at DeFazio Park, based on "Option 1 – Two Story Modular Purchase." The school would include classrooms, special education spaces, art and music rooms, a library, a cafeteria and activity room and an administration area. The two-story structure also would include a central stair and an elevator. Estimated costs include the installation of an underground stormwater management system, the installation of a 5,000 sq. ft. gravel wetland, the relocation of the existing playground, pavement for the parking area and the construction of the school facility. The estimated costs assume that the modular units would be purchased, given the anticipated duration of the two construction projects and potential need for swing space for future Townwide projects. (The Hillside Project would displace children for two years, FY18 and FY19, before the new school would be opened in September 2019. The Mitchell Project would displace children in FY20 and FY21, before the new school would be opened in September 2021.)</p> <p>Project timing is based on the following schedule, which occurs in conjunction with the Hillside Project schedule:</p> <p>FY15 – Town Meeting Appropriates for Schematic Design (May. 2014); OPM &amp; Designer Selection (July – Sept., 2014)  FY15/FY16 – Design and Permitting Completed (Oct. 2014 – Dec. 2015)  FY16 – Debt Exclusion Override (Apr. 2016)  FY17 – Design &amp; Construction Budget Appropriated (May 2016); Modular Contract Award/ Order Placed (July 2016); Site Contract Award (Nov. 2016); Modular and Site Construction/ Modular Installation (July 2016 – Aug. 2017)  FY18 – Modular Classrooms Open September 2017</p> <p>Project costs are based on a preliminary project budget of \$17.0 million for a 56,296 s.f. two-story temporary modular school suitable for 500 students, developed by Dore &amp; Whittier Architects in 2012. Advancing this estimated cost to FY17 at 5%/year, results in a \$21.73 million project cost, or \$386/sf.</p>								

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Temporary Modular School						Fiscal Year	2015	
	<b>DeFazio Modular School Project Cost Estimated, Based on 2012 Dore &amp; Whittier DeFazio PreFeasibility Study</b> Scheduled opening: September 2017								
	<b>80,650 SF Building</b>	<b>Feasibility</b>	<b>Construction*</b>	<b>A/E</b>	<b>FF&amp;E</b>	<b>Other Soft</b>	<b>Contingency</b>	<b>Total</b>	<b>Cost/SF</b>
	FY 2012 Project Cost (D&W)	-	12,160,884	2,432,177	-	-	2,432,177	17,025,238	
	TOTAL	-	12,160,884	2,432,177	-	-	2,432,177	17,025,238	\$302
		0%	71%	14%	0%	0%	14%	100%	
	FY13 Cost Multiplier @ 5%	-	12,768,928	2,553,786	-	-	2,553,786	17,876,500	\$318
	FY14 Cost Multiplier @ 5%	-	13,407,375	2,681,475	-	-	2,681,475	18,770,325	\$333
	FY15 Cost Multiplier @ 5%	-	14,077,743	2,815,549	-	-	2,815,549	19,708,841	\$350
	FY16 Cost Multiplier @ 5%	-	14,781,631	2,956,326	-	-	2,956,326	20,694,283	\$368
	FY17 Cost Multiplier @ 5%	-	15,520,712	3,104,143	-	-	3,104,143	21,728,997	\$386
	TOTAL PROJECT COST	-	15,520,712	3,104,143	-	-	3,104,143	21,728,997	\$386
	TOTAL COST (ROUNDED)	-	15,520,700	3,104,200	-	-	3,104,100	21,729,000	\$386
	<b>Project Funding Schedule</b>		<b>FY15</b>	<b>FY17</b>	<b>FY16</b>	<b>Total</b>			
	Pre-Design Costs (Nov 2013)		-	-	-	-			
	Engineering & Design		2,000,000	1,104,200	-	3,104,200			
	Construction		-	18,624,800	-	18,624,800			
	Close Out Costs		-	-	-	-			
	Total		2,000,000	19,729,000	-	21,729,000			
	Square Footage		56,296						
Anticipated Result	Temporary Modular School								
Alternatives									
	<b>Purpose</b>		<b>Timeline</b>		<b>Method to Determine Cost</b>		<b>Project Budget</b>		
	Acquisition				Consultant	X	A, D, & E	\$3,104,200	
	New Construction Addition	X	Feasibility	FY13	Industry References		Site Development	Included Above	
	Reconstruction or Repair		Design/Permitting	FY15-FY16	In-House		General Contractor	\$18,624,800	
	Court, Federal or State Order		Construction Phase	FY17	Other		Project Management	Included Above	
	Health or Safety		Close Out Process	FY17			F, F, & E	Included Above	
	New Technology		Total Project Duration				Technology	Included Above	
	Performance Measure						Other		
	<b>Estimated Useful Life→</b>						Total Budget	\$21,729,000	
	<b>Project Funding Schedule</b>								
	Cost Type	Year 1	Year 2	Year 3	Year 4	Total			
	Pre Design								
	Acquisition								
	Engineering & Design	\$2,000,000	\$1,104,200			\$3,104,200			
	Construction		\$18,624,800			\$18,624,800			
	Soft Cost								
	Close Out								

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP									
Title	Temporary Modular School					Fiscal Year	2015		
<b>Total</b>		\$2,000,000		\$19,729,000				\$21,729,000	
Project Manager Title→									
Operational Budget Considerations								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?								X	
Will other Town department's resources be needed to successfully complete the project at the requested amount?								X	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?								X	
Will additional staff be required if the request is approved?									X
As Permanent Employees?									
As Independent Contractors?									
Does the request include or require new or additional technology?								X	
Does the request support activities that produce revenue for the Town?									X
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?								X	
<i>All "YES" responses must be explained under the Other Considerations section</i>									
Operating Budget Impact→									
Other Considerations									
<p>See separate capital project request for Hillside &amp; Mitchell School Renovation/Reconstruction projects.            PPBC will manage the all phases of this project.            New technology will be included in the FF&amp;E budget.            Aging, overcrowded schools could negatively impact property tax receipts.            Potential increase in facility maintenance/operational expenses, with addition of temporary modular school.</p>									
Operating and Maintenance Expenditure Detail Estimates									
Description	First Year of Operation			Second Year of Operation			Third Year of Operation		
Personnel (new)	FTE #			FTE #			FTE #		
Salaries and Wages									
Indirect Personnel Cost	%			%			%		
Other Personnel Costs									
<b>Sub Total of Personnel Costs</b>	<b>To Be Determined</b>								
Services									
Supplies and Materials									
Equipment									
<b>Sub Total of Non-Personnel Costs</b>									
<b>GRAND TOTAL</b>									
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1 NA									
<b>TOTAL</b>									
Explanations									
FY2015-FY2019 Version									

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP								
Title	Hillside Elementary School Renovation/ Replacement					Fiscal Year	2015	
Requestor	Needham Public Schools							
Location	28 Glen Gary Road, Needham					Project Category	B	
Funding	General Fund	CPA Eligible	Yes		No	X	Initial Submission	2006
Partners	Massachusetts School Building Authority (MSBA)							
Project Description	<p>Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modulars) over the past 40 years, but is in need of additional total replacement to address building deficiencies and modernize the learning environment. This request would bring the Hillside facility to a level of modernization comparable to that of the Eliot School.</p> <p>This request preliminarily assumes the construction of a new facility on the Hillside site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) Given the environmental and access issues associated with the Hillside site, however, it is possible that the Hillside School could be relocated or an alternative project scope considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA.</p> <p>Project timing is based on the following schedule:</p> <p>FY13 – Statement of Interest Submitted to MSBA (Mar. 2013);  FY14 – MSBA Project Review (Sept.-Dec., 2013); MSBA Invitation to Enter Eligibility Period (Jan.-Feb., 2014); MSBA 270-Day Eligibility Period (Feb. 2014 - Oct. 2014)  FY15 – Town Meeting Appropriates for Feasibility Design (May. 2014); Invitation to Enter Feasibility Stage (June, 2014); OPM &amp; Designer Selection (July – Oct., 2014)  FY15/FY16 - Feasibility Study Completed (Nov. 2014 – Oct. 2015)  FY16 – Debt Exclusion Override (Apr. 2016)  FY17 - Design &amp; Construction Budget Appropriated (May 2016); Schematic Design/Bid Documents Developed (June 2016 – Mar. 2017)  FY17-FY19 – Project Bidding (Mar.- Apr., 2017); Contract Award (May 2017); Construction (July 2017 – July 2019)  FY20 – Hillside Opens September 2019</p> <p>Project costs are based on a preliminary project budget of \$39.5 million for an 80,650 s.f. new construction building with a capacity of 487 students, developed by Dore &amp; Whittier Architects for a Pre-Feasibility Study conducted in 2012, plus \$650,000 for feasibility design. (The preliminary project budget reflects Pre-Feasibility Study Option 1A.2c, excluding the \$3.6 million modular classroom expense.) Additionally, \$801,000 is added for environmental remediation at the site, based on estimates provided by Dore &amp; Whittier’s “Pre-Feasibility Study Environmental Evaluation” (October, 2012.) Advancing this estimated cost to FY19 at 5%/year, results in a \$56.4 million project cost, or \$699/sf. Needham could receive MSBA funding for this project at \$22.6 million (40% of project costs, excluding modular expense.) A cost summary is presented below.</p> <p>A separate project to construct modular classroom facilities at DeFazio Park is submitted as a stand alone project. This modular classroom project would occur in conjunction with the Hillside Elementary School Renovation and would provide swing space for students during construction that could also be used to house Mitchell students, when that school is renovated. The submission of the modular classrooms as a stand-alone project is in lieu of the \$3.6 million modular classroom lease expenses identified in the preliminary Hillside project budget.</p>							

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP																																																																																																																																																																																									
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<p><b>Hillside Project Cost Estimated, Based on 2012 Dore &amp; Whittier PreFeasibility Study</b> Scheduled opening: September 2019</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">80,650 SF Building</th> <th style="text-align: center;">Feasibility</th> <th style="text-align: center;">Construction*</th> <th style="text-align: center;">A/E</th> <th style="text-align: center;">FF&amp;E</th> <th style="text-align: center;">Other Soft</th> <th style="text-align: center;">Contingency</th> <th style="text-align: center;">Total</th> <th style="text-align: center;">Cost/SF</th> <th></th> </tr> </thead> <tbody> <tr> <td>FY 2012 Project Cost (D&amp;W)</td> <td style="text-align: right;">650,000</td> <td style="text-align: right;">25,855,250</td> <td style="text-align: right;">3,682,000</td> <td style="text-align: right;">1,168,800</td> <td style="text-align: right;">3,681,663</td> <td style="text-align: right;">4,418,288</td> <td 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Title	Hillside Elementary School Renovation/ Replacement					Fiscal Year	2015		
Close Out									
<b>Total</b>		<b>\$650,000</b>			<b>\$55,731,100</b>				<b>\$56,381,100</b>
<b>Project Manager Title-&gt;</b>									
<b>Operational Budget Considerations</b>								YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?								<b>X</b>	
Will other Town department's resources be needed to successfully complete the project at the requested amount?								<b>X</b>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?								<b>X</b>	
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<b>Operating Budget Impact-&gt;</b>									
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<b>Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project</b>									
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation		
1 MSBA @ 40% - Construction	\$22,552,440 (Reimbursement)								
<b>TOTAL</b>									
<b>Explanations</b>									
FY2015-FY2019 Version									

Town of Needham  
Capital Improvement Plan  
January 2014

<b>Extraordinary Capital Project CIP-XCP</b>									
Title	<b>Mitchell Elementary School Renovation/ Replacement</b>					Fiscal Year	<b>2017</b>		
Requestor	Needham Public Schools								
Location	187 Brookline Street, Needham					Project Category	B		
Funding	General Fund	CPA Eligible	Yes	No	X	Initial Submission	F14		
Partners	Massachusetts School Building Authority (MSBA)								
Project Description	<p>Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additional over the past 50 years, but is in need of additional renovation/repairs to address building deficiencies and modernize the learning environment. This request would bring the Mitchell facility to a level of modernization comparable to that of the Eliot School.</p> <p>This request preliminarily assumes the construction of a new facility on the Mitchell site, with modular classrooms leased for a two-year period to house students during the construction phase (Option 1A.2c.) It is possible that a modified project scope could be considered. Final decisions will be made following a feasibility study, conducted jointly with the MSBA.</p> <p>Project timing is based on the following schedule:</p> <p>FY15 – Statement of Interest Submitted to MSBA (Mar. 2015);  FY16 - MSBA Project Review (Sept.-Dec., 2015); MSBA Invitation to Enter Eligibility Period (Jan.-Feb., 2016); MSBA 270-Day Eligibility Period (Feb. 2016 - Oct. 2017)  FY17 – Town Meeting Appropriates for Feasibility Design (May. 2016); Invitation to Enter Feasibility Stage (June, 2016); OPM &amp; Designer Selection (July – Oct., 2016)  FY17/FY18 - Feasibility Study Completed (Nov. 2016 – Oct. 2017)  FY18 – Debt Exclusion Override (Apr. 2018)  FY19 - Design &amp; Construction Budget Appropriated (May 2018); Schematic Design/Bid Documents Developed (June 2018 – Mar. 2019)  FY19-FY21 – Project Bidding (Mar.- Apr., 2019); Contract Award (May 2019); Construction (July 2019 – July 2021)  FY22 – Hillside Opens September 2021</p> <p>Project costs are based on a preliminary project budget of \$39.9 million for an 82,227 s.f. new construction building with a capacity of 503 students, developed by Dore &amp; Whittier Architects for a Pre-Feasibility Study conducted in 2012, plus \$650,000 for feasibility design. (The preliminary project budget reflects Pre-Feasibility Study Option 1A.2c, excluding the \$6.2 million modular classroom expense.) Advancing this estimated cost to FY21 at 5%/year, results in a \$62.6 million project cost, or \$761/sf. Needham could receive MSBA funding for this project at \$25.0 million (40% of project costs, excluding modular expense.) A cost summary is presented below.</p> <p>A separate project to construct modular classroom facilities at DeFazio Park is submitted as a stand alone project. This modular classroom project would occur in conjunction with the Hillside Elementary School Renovation and would provide swing space for students during construction of both schools. The submission of the modular classrooms as a stand-alone project is in lieu of the \$6.2 million modular classroom lease expenses identified in the preliminary Mitchell project budget.</p>								

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Capital Improvement Plan  
January 2014

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Extraordinary Capital Project CIP-XCP											
Title	Mitchell Elementary School Renovation/ Replacement					Fiscal Year	2017				
Close Out											
<b>Total</b>					\$650,000					\$62,583,700	
Project Manager Title->											
Operational Budget Considerations										YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?										X	
Will other Town department's resources be needed to successfully complete the project at the requested amount?										X	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?										X	
Will additional staff be required if the request is approved?											X
As Permanent Employees?											
As Independent Contractors?											
Does the request include or require new or additional technology?										X	
Does the request support activities that produce revenue for the Town?											X
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?										X	
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact->											
Other Considerations											
<p>See separate capital project request for construction of modular classroom facilities.            PPBC will manage the all phases of this project.            New technology will be included in the FF&amp;E budget.            Aging, overcrowded school could negatively impact property tax receipts.            Potential increase in facility maintenance/operations when older, non-functioning school systems are replaced with up-to-date systems.</p>											
Operating and Maintenance Expenditure Detail Estimates											
Description	First Year of Operation			Second Year of Operation			Third Year of Operation				
Personnel (new)	FTE #			FTE #			FTE #				
Salaries and Wages											
Indirect Personnel Cost		%			%			%			
Other Personnel Costs											
<b>Sub Total of Personnel Costs</b>	<b>To Be Determined</b>										
Services											
Supplies and Materials											
Equipment											
<b>Sub Total of Non-Personnel Costs</b>											
<b>GRAND TOTAL</b>											
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)	First Year of Operation			Second Year of Operation			Third Year of Operation				
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<b>Extraordinary Capital Project CIP-XCP</b>									
Title	NHS Classroom Expansion/Reconfiguration					Fiscal Year	2016		
Requestor	School Department								
Location	1330 Highland Avenue, Needham					Project Category	B		
Funding	General Fund	CPA Eligible	Yes	X	No	Initial Submission			
Partners									
Project Description	<p>This project is to request funding to reconfigure four existing classrooms and install six new modular classrooms at Needham High School to support an anticipated increase in enrollment of 137 students by September 2015. In that year, enrollment is anticipated to be 1,744, based on the November 2012 Future School Needs Committee Report. Anticipated enrollment is expected to remain at or over 1700 students through FY23. The existing capacity of the school is 1450.</p> <p>The overall request is divided into two components. The first request is for \$408,500 to reconfigure approximately four existing spaces to immediate classroom use, to accommodate the incoming students in September 2015 (FY16). The reconfiguration request includes \$108,500 to convert a language lab and a writing lab to classroom space (requiring the purchase of a mobile technology solution for both spaces) and \$300,000 to install moveable wall in two large rooms that will be subdivided to create two classroom spaces each (#707 and 728.) (The moveable walls require structural bracing to support the weight of the partitions.) The second component is \$1,706,000 to install six 800 sf modular classrooms in the inner courtyard space in Fall of 2016 (FY17), per the attached conceptual diagram. The six classrooms will be stacked in two levels of three classroom each, corresponding to two existing floors of the NHS building. They would be lifted into place via crane, and connected to the building through a narrow connector (of approximately 6ft. by 50 ft.) The cost of construction for the modular classrooms is estimated at \$200/sf, while the more complicated modular connection is estimated to cost \$300/sf.</p> <p>The cost estimates were provided by Drummey Rosane Anderson Architects, 2013 and have been escalated as follows:</p>								

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP							
Title	NHS Classroom Expansion/Reconfiguration			Fiscal Year	2016		
	<b>NHS Classroom Reconfiguration Scheduled FY16</b>						
	<b>Purchase Options</b>	<b>Modular Construction</b>	<b>Modular A/E</b>	<b>Classroom Reconfiguration</b>	<b>Reconfig A/E</b>	<b>Technology</b>	<b>Total</b>
	2013 Project Cost	1,432,500	114,600	270,000	30,000	108,500	1,955,600
	TOTAL	1,432,500	114,600	270,000	30,000	108,500	1,955,600
	2014 Cost Escalation @ 5%	71,625	5,730	-	-	N/A	
	2015 Cost Escalation @ 5%	75,206	6,017	-	-	N/A	
	2016 Project Cost	1,579,331	126,347	270,000	30,000	108,500	2,114,178
	TOTAL	1,579,500	126,500	270,000	30,000	108,500	2,114,500
	<b>Project Funding Schedule</b>	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>Total</b>
	Engineering & Design	-	156,500	-	-	-	156,500
Construction	-	1,849,500	-	-	-	1,849,500	
FF&E	-	108,500	-	-	-	108,500	
Total	-	2,114,500	-	-	-	2,114,500	
Anticipated Result							
Alternatives							
<b>Purpose</b>	<b>Timeline</b>		<b>Method to Determine Cost</b>		<b>Project Budget</b>		
Acquisition			Consultant	X	A, D, & E	\$156,500	
New Construction Addition	Feasibility		Industry References		Site Development	\$0	
Reconstruction or Repair	X	Design/Permitting	FY16	In-House	General Contractor	\$1,849,500	
Court, Federal or State Order		Construction Phase	FY17	Other	Project Management	Included Above	
Health or Safety		Close Out Process			F, F, & E	\$0	
New Technology		Total Project Duration			Technology	\$108,500	
Performance Measure					Other	\$0	
<b>Estimated Useful Life -&gt;</b>					Total Budget	\$2,114,500	
<b>Project Funding Schedule</b>							
Cost Type	Year 1	Year 2	Year 3	Year 4	Total		
Pre Design	\$0						
Acquisition	\$0						
Engineering & Design	\$156,500						
Construction	\$1,958,000						
Soft Cost	<b>Included Above</b>						
Close Out							
<b>Total</b>	<b>\$2,114,500</b>						
<b>Project Manager Title -&gt;</b>							

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP						
Title	NHS Classroom Expansion/Reconfiguration			Fiscal Year	2016	
<b>Operational Budget Considerations</b>					YES	NO
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?					<b>X</b>	
Will other Town department's resources be needed to successfully complete the project at the requested amount?					<b>X</b>	
Will the requested project require an increase in the next fiscal year operating budget for <b>ANY</b> department?					<b>X</b>	
Will additional staff be required if the request is approved?						<b>X</b>
					As Permanent Employees?	
					As Independent Contractors?	
Does the request include or require new or additional technology?					<b>X</b>	
Does the request support activities that produce revenue for the Town?						<b>X</b>
If the request is not approved will <b>existing</b> Town revenues be negatively impacted?						<b>X</b>
<i>All "YES" responses must be explained under the Other Considerations section</i>						
<b>Operating Budget Impact-&gt;</b>					Unknown	
<b>Other Considerations</b>						
The modular classrooms will require electricity to heat and light and therefore, will increase the overall electricity consumption at NHS. Extent of increase unknown. The PPBC will manage this project.						
Operating and Maintenance Expenditure Detail Estimates						
Description	First Year of Operation		Second Year of Operation		Third Year of Operation	
Personnel (new)	FTE #		FTE #		FTE #	
Salaries and Wages						
Indirect Personnel Cost		%		%		%
Other Personnel Costs						
<b>Sub Total of Personnel Costs</b>						
Services	Unknown Utilities (Electrical)					
Supplies and Materials						
Equipment						
<b>Sub Total of Non-Personnel Costs</b>						
<b>GRAND TOTAL</b>	Unknown Utilities (Electrical)					
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project						
Revenue Source(s)	First Year of Operation		Second Year of Operation		Third Year of Operation	
1 N/A						
2						
3						
4						
5						
<b>TOTAL</b>						
<b>Explanations</b>						
FY2015-FY2019 Version						

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP										
<b>Title</b>	<b>Purchase of Open Space</b>					<b>Fiscal Year</b>		<b>2015</b>		
Requestor	Conservation Commission/Park & Recreation Commission/Board of Selectmen									
Location	To be determined					Project Category				
Funding	Community Preservation Fund	CPA Eligible	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Initial Submission	annual		
Partners	Possible CPA and/or grant									
Project Description	Without much notice, opportunities to purchase private land to add to the open space inventory surface each year. In particular, some opportunities arise during discussions of the development of private land. This project request is to keep all aware of the possibility, in the near future, of a purchase moving forward. Unexpectedly, in FY 2010, the purchase of two parcels of land on Carol Road and Brewster Drive, as well as a parcel on Charles River Street, adjacent to Walker-Gordon Field were all funded through CPA funds. It is possible that some purchases would relate to easements, as opposed to full ownership of the land. The Open Space and Recreation Plan reflects the goal of making additional purchases, especially in areas of Town without current open space to retain open areas, or to create access to other parcels, including connections to the Charles River. The purchase of parcels adjacent to current open space is also a high priority. Some parcels may require improvements. Under the current CPA legislation, parcels purchased with CPA funds are eligible for improvement funds from CPA. The CPA indicates how the value of the property is determined.									
Anticipated Result	Achieve goals from the Open Space and Recreation Plan, including access to open space parcels.									
Alternatives	Various Town boards discuss opportunities with landowners throughout the year, and some easements are donated or restrictions are put in place. These funds would be utilized for unexpected purchases, or for negotiated easements that might have a financial consideration.									
<b>Purpose</b>		<b>Timeline</b>			<b>Method to Determine Cost</b>		<b>Project Budget</b>			
Acquisition	<input checked="" type="checkbox"/>				Consultant	<input type="checkbox"/>	<input type="checkbox"/>	A, D, & E		
New Construction Addition	<input type="checkbox"/>	Feasibility			Industry References	<input type="checkbox"/>	<input type="checkbox"/>	Site Development		
Reconstruction or Repair	<input type="checkbox"/>	Design/Permitting			In-House	<input type="checkbox"/>	<input type="checkbox"/>	General Contractor		
Court, Federal or State Order	<input type="checkbox"/>	Construction Phase			Other	<input type="checkbox"/>	<input type="checkbox"/>	Project Management		
Health or Safety	<input type="checkbox"/>	Close Out Process				<input type="checkbox"/>	<input type="checkbox"/>	F, F, & E		
New Technology	<input type="checkbox"/>	Total Project Duration				<input type="checkbox"/>	<input type="checkbox"/>	Technology		
Performance Measure	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	Other		
<b>Estimated Useful Life→</b>							<b>Total Budget</b>			
<b>Project Funding Schedule</b>										
Cost Type	Year 1	Year 2	Year 3	Year 4	Total					
Pre Design										
Acquisition	\$1,000,000									
Engineering & Design										
Construction										
Soft Cost										
Close Out										
<b>Total</b>	<b>\$1,000,000</b>									
<b>Project Manager Title→</b>										
<b>Operational Budget Considerations</b>								YES	NO	
Are there additional costs to bid, design, construct, complete, and/or use that are <b>NOT</b> included in this request?								<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Town of Needham  
Capital Improvement Plan  
January 2014

Extraordinary Capital Project CIP-XCP											
Title	Purchase of Open Space	Fiscal Year	2015								
Will other Town department's resources be needed to successfully complete the project at the requested amount?			X								
Will the requested project require an increase in the next fiscal year operating budget for ANY department?										X	
Will additional staff be required if the request is approved?										X	
As Permanent Employees?										X	
As Independent Contractors?										X	
Does the request include or require new or additional technology?										X	
Does the request support activities that produce revenue for the Town?										X	
If the request is not approved will existing Town revenues be negatively impacted?										X	
<i>All "YES" responses must be explained under the Other Considerations section</i>											
Operating Budget Impact->											
Other Considerations											
Operating and Maintenance Expenditure Detail Estimates											
Description		First Year of Operation			Second Year of Operation			Third Year of Operation			
Personnel (new)		FTE #			FTE #			FTE #			
Salaries and Wages											
Indirect Personnel Cost		%			%			%			
Other Personnel Costs											
<b>Sub Total of Personnel Costs</b>											
Services											
Supplies and Materials											
Equipment											
<b>Sub Total of Non-Personnel Costs</b>											
<b>GRAND TOTAL</b>											
Offsetting Revenue for Operating and Maintenance Expense Incurred with this Capital Project											
Revenue Source(s)		First Year of Operation			Second Year of Operation			Third Year of Operation			
1											
2											
3											
4											
5											
<b>TOTAL</b>											
Explanations											
FY2015-FY2019 Version											

Town of Needham  
Capital Improvement Plan  
January 2014

Department Capital Request CIP-DCR								
Title	Rosemary Pool Renovation	Department	Park and Recreation	Fiscal Year	2016			
Parameters						YES	NO	NA
1.	Is this a multi-year capital replacement/upgrade request?						X	
2.	Is this a request in response to a documented public health or safety condition?					X		
3.	Is this a request in response to a Court, Federal, or State order?						X	
4.	Is this a request for a study or long range plan?						X	
5.	Is this a request to purchase office or school equipment (other than technology)?						X	
6.	Is this a request to purchase specialty equipment?						X	
7.	Is this a request to purchase technology or wireless communication system?						X	
8.	Is this a request to purchase apparatus/equipment that is intended to be permanently installed at the location of its use?						X	
9.	Is this a request to improve or make repair to extend the useful life of a public building?					X		
10.	Is this a request to improve or replace public infrastructure: bridges, culverts, drainage, intersection, roads, sidewalks, sewers or water systems?						X	
11.	Is this a request to repair or otherwise improve public property which is NOT a building or infrastructure?					X		
12.	Will any other department be required to provide resources (other than fulfilling its responsibilities) at any point during the process in order to complete the project?						X	
13.	Are there recommendations or costs identified by other departments that are NOT factored into the request?						X	
14.	Are there additional costs to purchase, install, implement, and/or use (except future year operating costs) that are NOT included in this request?						X	
15.	Are there additional costs to bid, design, construct, complete, and/or use (except future year operating costs) that are NOT included in this request?						X	
16.	If approved, will this request increase the operating expense for any other department?						X	
17.	If approved, will this request require the need for ongoing assistance from vendors at an additional expense to the Town which is not already budgeted?						X	
18.	If approved, will additional permanent staff be required?						X	
19.	If approved, is the current operating budget sufficient to cover the operating costs of the requested project?					X		
20.	If approved, will this request lower the requesting department's operating costs?						X	
21.	Does the request support activities to produce <b>new</b> revenue for the Town?					X		
22.	If the request is not funded will <b>existing</b> Town revenue sources be negatively impacted?					X		
23.	Have other non-capital investment options been explored before submitting this request?					X		
24.	Is specialized training or annual licensing required that the Town will need to pay in order to use the asset (beyond the initial purchase/installation)?						X	
25.	If applicable, will the items being replaced be retained by the Town?							X
26.	Does this request qualify for funding from Community Preservation Act (CPA)?					X		
27.	Are there any appendix forms with this funding request?						X	
Useful Life	V	Primary Reason	1	Operating Budget Impact		D		

